

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Request for Proposals (RFP)
STRATEGIC MANAGEMENT CONSULTING SERVICES
DCAM-17-NC-0038

Addendum No. 3
Issued: February 1, 2017

This Addendum No. 3 is issued by the Department of General Services (DGS) on February 1 2017. Except as modified herein, the Request for Proposals (RFP) remains unmodified and is hereby published on the DGS website.

Item No. 1 – Scope of Work

Delete in its Entirety: The Department is seeking up to three (3) qualified Contractors with consulting experience to provide eight (8) personnel category positions: (1) Organizational Development Consultant; (2) Principal Consultant; (3) Lead Consultant; (4) Subject Matter Expert; (5) Program Manager; (6) Performance Management Officer; (7) Senior Performance Management Specialist; and (8) Management Analyst, for Strategic Management Consulting Services on an as-needed basis to DGS' Office of the Director. These personnel positions shall assist the Office of the Director in planning and implementing organizational change, establishing a performance management system, strategic planning, and leadership development. **Other services may include personnel support services and reporting and data analysis.** Once the Office of the Director determines a need for Services, the specific task and/or project will be issued on a rotation basis to the Awarded Contractors.

Replace With: The Department is seeking up to three (3) qualified Contractors with consulting experience to provide eight (8) personnel category positions: (1) Organizational Development Consultant; (2) Principal Consultant; (3) Lead Consultant; (4) Subject Matter Expert; (5) Program Manager; (6) Performance Management Officer; (7) Senior Performance Management Specialist; and (8) Management Analyst, for Strategic Management Consulting Services on an as-needed basis to DGS' Office of the Director. These personnel positions shall assist the Office of the Director in planning and implementing organizational change, establishing a performance management system, strategic planning, and leadership development. Once the Office of the Director determines a need for Services, the specific task and/or project will be issued on a rotation basis to the Awarded Contractors.

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Item No.2 – Executive Management Team

Delete in its Entirety: B.5 KEY PERSONNEL

B.6.1 Identification of Key Personnel

The Contractor shall include a list of proposed key personnel. At a minimum, such personnel shall include: (i) the consultant that will have oversight responsibility for the resulting tasks and/or projects; and (ii) the consultant who will have day-to-day responsibility for the tasks and/or projects.

Replace With: B.5 EXECUTIVE MANAGEMENT TEAM

B.5.1 Identification of Executive Management Team

The Contractor shall include a list, at a minimum, two (2) executive management personnel to serve as points of contact for the Company. These executive management personnel may or may not be same as the eight (8) category positions.

Item No. 3 – Submission Identification

Delete in its Entirety: E.1 SUBMISSION IDENTIFICATION

Submissions shall be proffered with one (1) original and six (6) copies for each Technical and Price proposal. The Offeror's Technical and Price Proposal submission shall be placed in separate three—ring (3) binders, sealed in separate envelopes and conspicuously marked as follows:

- DCAM-17-NC-0038 Technical Proposal for Strategic Management Consulting Services
- DCAM-17-NC-0038 Price Proposal for Strategic Management Consulting Services

An electronic copy of the Bid Form Attachment B shall be emailed to the address indicated in Section F.1 by the Bid Submission Deadline defined in Section E.3. The electronic document shall be in MS Excel format only and both the electronic copy and the hard copy Bid Forms Attachment D shall contain the same bid information, without exception.

NOTE: Material deviations of Attachment B – Bid Form in the opinion of the Department, from the bid form provided by the Department as Attachment D shall be sufficient to render the proposal non-responsive and subject to exclusion from further evaluation in consideration of award.

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Replace With: E.1 SUBMISSION IDENTIFICATION

Submissions shall be proffered with one (1) original and **three (3)** copies for each Technical and Price proposal. The Offeror's Technical and Price Proposal submission shall be placed in separate three-ring (3) binders, sealed in separate envelopes and conspicuously marked as follows:

- DCAM-17-NC-0038 Technical Proposal for Strategic Management Consulting Services
- DCAM-17-NC-0038 Price Proposal for Strategic Management Consulting Services

Offerors shall submit one (1) USB Flash Drive to include the Bid Form (Attachment B) in MS Excel format only, and the Technical proposal.

NOTE: DGS will not accept any material deviations between the hard copy and USB Flash Drive documents. Any deviations shall be sufficient to render the proposal non-responsive and subject to exclusion from further evaluation in consideration of award.

Item No. 4 – Bid Form – Attachment B

Delete in its Entirety: *Attachment B* – Bid Form

Replace With: *Attachment B – Revised Bid Form 31-January-2017* is incorporated by this Addendum No. 3 as Exhibit A.

Item No. 5 – Form of Contract

Add/Incorporate: *Attachment L – Form of Contract* is incorporated by this Addendum No. 3 as Exhibit B.

Item No. 6 – Questions and Answers

Add/Incorporate: The District's response to Potential Offeror's questions is incorporated by this Addendum No. 3 as Exhibit C.

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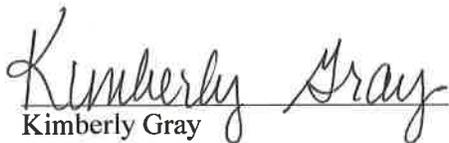


Item No.7 – Bid Submission Deadline:

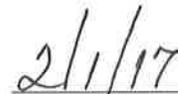
Delete in its Entirety: All reference to Proposal Due Date; Cover Page, Section A.7 *Procurement Schedule*, and Section E.3 *Date and Time for Receiving Submissions*.

Replace With: Bid Submissions shall be received no later than **11:00 a.m. EST on Friday, February 10, 2017**. The Offeror assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.

All other terms and conditions remain unchanged.



Kimberly Gray
Senior Contract Specialist/Contracting Officer
Goods & Services


Date

- End of Addendum No. 3 -